



# **SAFETY STATEMENT**

## **2019**

**Date: 16<sup>th</sup> January 2019**

**Revision 13**

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## **Foreword**

The purpose of the Safety, Health and Welfare at Work Act, 2005 and subsequent Regulations is to ensure the safety, health and welfare of all staff in the work place.

This Act and subsequent regulations applies to employers and employees alike in all types of work and embraces the activities of DGD Papers Limited

The Act requires the employer to prepare a written Safety Statement describing the employer's commitment to safety and appropriate arrangements to ensure employee awareness, training and obligations to safety. The attached site specific safety statement meets that commitment.

This Safety Statement is an active document i.e. it does not stand still in time and must be continually reviewed and, if necessary, altered to take account of changing work practices and changing regulations. This review process is referred to in section 1.6 of this document.

This Safety Statement is divided into 4 Main Parts.

**Part 1** is the basic generic Safety Statement.

**Part 2** is a comprehensive risk assessment of current identified hazards.

**Part 3** contains a list of Safe Operating Procedures (SOPs) for all hazardous activities.

**Part 4** contains Appendices which include associated forms and policies

## 1.1 STATEMENT OF GENERAL POLICY

The Safety, Health and Welfare at Work Act, 2005 requires employers and employees alike to consider health and safety as a joint responsibility. We must all strive to work together and co-operate as a team to ensure that safe working becomes an integral part of our organisational culture.

It is our mission to provide a safe and healthy work environment for all our staff and to meet our duties of care as far as is reasonably practicable, to contractors and members of the public who may be affected by our operations.

It is also our policy to consult with all staff on matters of health and safety. This is essentially achieved through the operation of Safety Management and the election and work of Safety Representatives. Staff must also comply with their duties under the Safety, Health and Welfare at Work Act, 2005 to notify management of identified hazards in the workplace.

Safe working is a condition of employment. All personnel, including contractors, will assume responsibility for working safely. The success of the policy will depend on each person's co-operation. It is therefore, important that the Safety Statement be read carefully by all concerned and each person's role and the overall arrangements for health and safety are fully understood.

*The matters to which this policy extends include:*

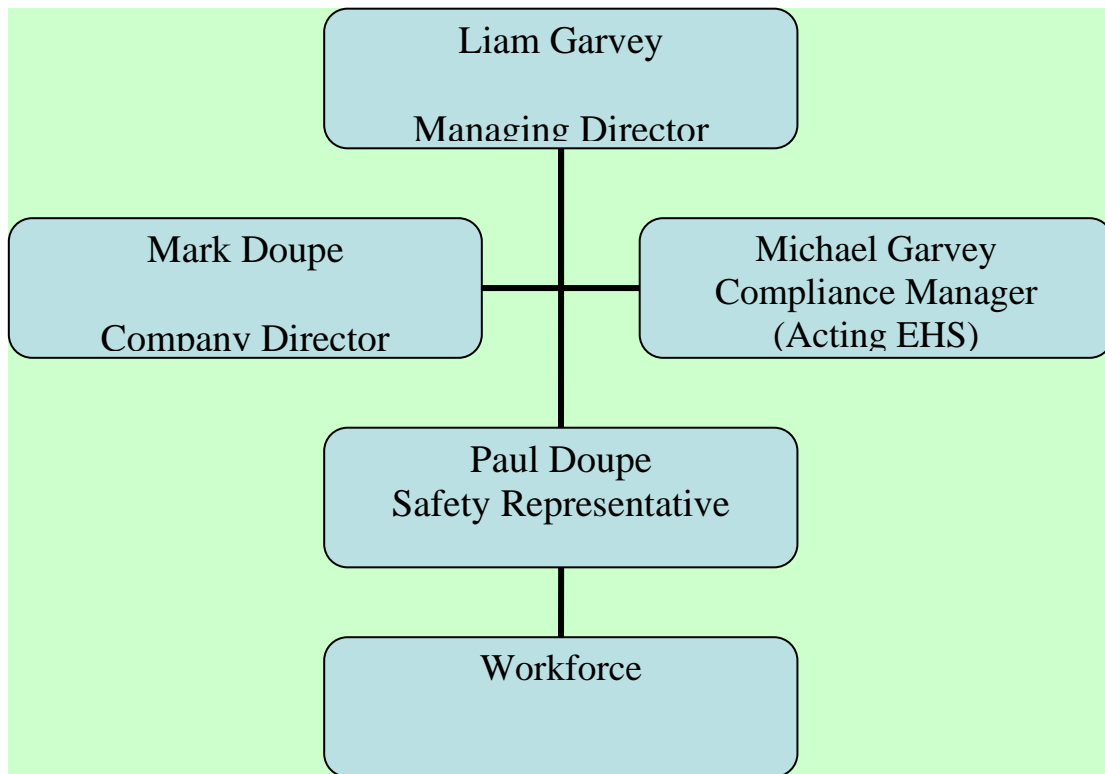
- Providing a management structure that will ensure the safety, health and welfare of all staff and others affected by our business.
- Providing and maintaining a safe and healthy working environment, in accordance with statutory requirements.
- Providing systems of work that are planned, organised, performed and maintained so as to be safe.
- Providing such information, instruction, training and supervision as is necessary to enable employees to perform their work safely and effectively and without risk to their health or others.
- Ensuring the provision and maintenance of safety devices and personal protective equipment to ensure safety at work where it is not reasonably practicable to control or eliminate hazards or in prescribed circumstances.
- Preparing and revising, as necessary, plans to be followed in emergencies.
- Providing and maintaining welfare facilities.
- Regular reviewing of this Safety Statement to ensure that it reflects current work practices and any developments in legislation.

Signed: \_\_\_\_\_

Liam Garvey  
Managing Director  
DGD Papers Limited

## 1.2 ORGANISATION and RESPONSIBILITIES

### 1.2.1 Safety Management Structure within DGD Papers Limited



## 1.2.2 Roles & Responsibilities

### 1.2.2.1 Managing Director

- The Managing Director (Liam Garvey), holds overall responsibility for health and safety within the confines of DGD Papers Limited
- His deputy on all safety issues is Paul Doupe (Safety Representative)
- The Managing Director will give his full commitment to ensure the Health & Safety programme is management driven and shall source/request sufficient resources as need arises
- The Specific role of implementing responsibilities is delegated to the Health and Safety Representative-Director in consultation with the Managing Director, however ultimate responsibility lies with the Managing Director.
- All works carried out by DGD Papers Limited that comes under the Safety, Health and Welfare at Work Act, 2005 must be *managed* in accordance with this legislation.

### **1.2.2.2 Responsibilities of the Compliance and EHS Manager (Role held by Michael Garvey)**

The role of Compliance and EHS Manager (referred to as the Safety Manager), is to manage the day to day functions of the Safety Management Programme. The specific responsibilities are grouped by four main categories

The specific responsibilities of the Safety Manager are grouped by four main categories

- **Safety Management,**
- **Consultation,**
- **Training**
- **Recording**
- **Accident/Incident Investigation**
- **Compiling Method Statements & RA's**

#### **A. Safety Management**

- Co-operate fully with the Managing Director to enable him to fulfil his duties which may be delegated from him.
- Ensure that the Safety Statement is reviewed and in particular the risk assessments annually to ensure that they reflect current work practices. Report significant changes in the Safety Statement or delegate responsibility for this action appropriately.
- Report any non-compliance and significant hazards to the Managing Director.
- Ensure that risk assessments are carried out for all activities within the company. Review risk assessments regularly. These should be completed annually and in between in the event of any significant changes within the company (premises, environment, work practices, and new equipment etc.)
- Appoint specific competent people to be responsible in the event that action is required in relation to health and safety.
- Ensure new equipment, processes, hazardous substances etc. are assessed prior to purchase to determine their suitability from a health and safety perspective, before being used on site.
- Review safety performance regularly and initiate action for any non-compliance.
- Ensure that personal protective equipment (PPE) and clothing is available for staff as required.
- Ensure that safety guards are in place on all balers.
- Ensure that all safe operating procedures are fully complied with.

#### **B. Consultation**

- Establish and ensure on a continual basis a consultative process with staff (safety committee)
- Consult with HSA to keep up-to-date on health and safety legislation and ensure requirements are followed.
- Ensure that all employees understand that health and safety information is available as a right.
- Take a direct interest and involvement in health and safety in ensuring a safe and healthy working environment.
- Ensure that all new staff are given adequate safety induction - detailing job specific method statements etc.

### **C. Training**

- Ensure that all persons with specific responsibilities in relation to health and safety are aware of their responsibilities and have received sufficient training and/or instruction to enable them to fulfil their roles.
- Plan and implement training and information in relation to health and safety at all levels of staff.
- Ensure that adequate supervision is available at all times for new recruits or those undergoing training.
- Ensure that a fire & emergency plan has been prepared and that personnel responsible under these plans have received adequate training and/or instruction.
- Ensure that a suitable number of first aiders are available.

### **D. Recording**

- Ensure that all first aid equipment and fire-fighting equipment receives regular inspections and that it is maintained or serviced as required and these inspections are recorded.
- Ensure that all records relating to the health and safety of staff are maintained and that any records, test sheets or registers required by law, are correct and up to date.
- Ensure that all accidents and dangerous occurrences are recorded and **fully investigated and investigation begins within 24 hours** with remedial measures implemented.
- Ensure that all tools and machinery are properly registered and all required testing and training in relation to these is implemented

### **E. Accident/Incident Investigation**

- All Accidents/Incidents are to be notified immediately to the Managing Director
- The initial concern is to relate to the health and welfare of the staff involved. As soon as the Accident/Incident is over an investigation must be launched.
- An Accident/Incident Investigation Form (Internal) must be filled out for all occurrences.
- If required the HSA must be notified and an Accident/Incident Investigation Form (External) must be filled out.
- All staff involved and those witnessing must be interviewed and a details account must be documented from them.
- Any additional sources such as CCTV must be reviewed to facilitate investigation
- Subsequent to information gathering a meeting must be arranged with the Managing Director to assess the Accident/Investigation. Causes are to be determined and actions sanctioned to minimise or eliminate further risk.
- Staff should then be consulted on the new measures to achieve a consensus.

### **F. Compiling Method Statements & Risk Assessments**

- Common or regular activity Method Statements and Risk Assessments are to be devised by the EHS. They are to be included in this document
- Site specific Method Statements and Risk Assessments are to be completed by the operators involved where necessary. The operators are to be provided with the necessary training in order to be able to do so.



### **1.2.2.3 Role of Safety Representative.**

(Currently held by Paul Doupe)

#### **Appointment**

Safety Representative(s) to represent the employees in consultations with management with regards to health, safety or welfare issues will be appointed. Staff are encouraged to contact their Safety Representative directly on matters relating to health and safety.

#### **Overall Function**

The Safety Representative may consult with, and make representations directly to management on safety, health and welfare matters. The intention of these consultations is to prevent accidents and ill health, to highlight problems, and identify means of overcoming them.

The Safety Representative will be given full access to any information in relation to health and safety that directly relates to the safety, health and welfare of staff. The Safety Representative will be given the opportunity to avail of relevant health and safety training as required.

Management shall take such steps as are practicable so that the Safety Representative will be informed of any inspection visit by the Health and Safety Authority and invited to accompany them during a site inspection.

A notice to inform all employees of the appointment of Safety representatives will be put up in their place of work.

*Under the Safety, Health and Welfare at Work Act, 2005 the Safety Representative may: -*

- Make representations to the employer on any aspect of safety, health and welfare.
- Investigate accidents and dangerous occurrences provided that it does not interfere with the performance of statutory obligations.
- Make oral or written representations to the Health and Safety Authority on matters of safety, health and welfare.
- Receive advice and information from the HSA.
- Inspect the work place subject to agreement with employer as to frequency of inspections.
- Investigate potential hazards and complaints made by staff that he/she represents.
- Where invited consult with the HSA Inspector and accompany them on visits (but not on investigations of accidents).
- Have time off as may be reasonable in order to acquire information on matters of safety, health and welfare.

**A full outline of the role of the Safety Representative is provided in the Health & Safety Authority publication ‘Guidelines on Safety Consultation and Safety Representatives’.**

DGD Papers Limited Safety Representative is:

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Paul Doupe

#### 1.2.2.4 Role of Employees

DGD PAPERS LIMITED recognises that all employees have an essential role to play in ensuring an effective safety management program. It is the policy of DGD PAPERS LIMITED to involve employees in all matters related to Health & Safety. A successful Safety management policy cannot be guaranteed without the involvement and full commitment of staff and management alike.

*Each employee is reminded that they have specific statutory responsibilities, which are outlined in the **Safety, Health and Welfare at Work Act, 2005**. This places a number of duties on staff whilst they are at work.*

*Specific responsibilities include:*

- *To take reasonable care of their own health and safety and that of other personnel who may be affected by his/her acts or omissions.*
- *To co-operate with his/her employer or any other person to enable his/her employer to comply with statutory obligations.*
- *To use any suitable appliance, protective clothing, convenience, equipment or other means provided for securing safety, health and welfare.*
- *To report to management without delay any defects of which he/she becomes aware of in equipment, place of work, or system of work, which might endanger safety, health and welfare.*
- *Not to intentionally or recklessly interfere with any safety measure provided for securing the safety, health or welfare of persons.*

In addition to statutory obligations DGD PAPERS LIMITED also asks all employees to adhere to the following.

- Read, understand and utilise the Safety Statement and Safe Operating Procedures (see Part 3) provided for safe execution of the individual work processes, this includes Site Specific Safety Arrangements such as 'Method Statements' etc..
- Inspect the work area and equipment to ensure that it is in proper working order and in safe condition prior to beginning work. **Equipment which is in poor/dangerous condition must be clearly tagged with a red “DO NOT USE” label**
- When working with others in a process, ensure that all members of the team are working in accordance with procedures and training.
- Communicate any concerns regarding a work process and any environmental, health or safety issues to your Manager and work toward improvement and resolution of those issues.
- Report Near Misses and/or Safety Concerns to your Supervisor – See Appendix 2 for Safety Suggestion form.
- In the event of serious or imminent and unavoidable danger, all employees are required to stop working and report the situation to their manager.

### **1.2.2.5 Role of Safety Management Meetings**

#### **1.2.2.5.1 Role**

- The Safety Management meetings are constituted so as to ensure adequate consultation between management and staff in matters of Health, Welfare and Safety.
- These meetings have the pivotal role in the management and implementation of Health and Safety in DGD PAPERS LIMITED along with encouraging and promoting a safety culture.
- Safety meetings occur at a minimum annually and as required.

#### **1.2.2.5.2 Responsibilities**

The main responsibilities of the meetings are as follows.

- A consultation forum for all Health, Safety and Welfare matters within the context of the work of DGD PAPERS LIMITED.
- Review all issues related to Health, Safety & Welfare including Safety Statement and Health and Safety training.
- Recommend changes and/or improvements relevant to Health and Safety.
- Continuous review and development of Health, Safety & Welfare policies and procedures such.
- Keep Records and Minutes of all Safety meetings.

#### **1.2.2.5.3 Membership**

The Safety Meetings shall consist of.

- A. Safety Management Team (Safety Manager/Ass. Safety Manager)
- B. Safety Representatives

#### **1.2.2.5.4 Typical meeting agenda**

A typical agenda for Safety Committee meetings may include.

- Minutes and matters arising from previous meeting.
- Safety Statement review issues
- Appointment and duties of staff with health and safety responsibilities;
- Outcome of risk assessments on workplace hazards;
- Notifiable accidents or dangerous occurrences
- Welfare issues – Bullying, Stress etc.
- Engagement of safety and health consultants
- Planning and organisation of health and safety training;
- Introduction of new technologies or new work processes
- Purchasing personal protective equipment.

**For further reference on the effective consultation please see the Health and Safety Authority publication ‘Guidelines on Safety Consultation and Safety Representatives’.**

#### **1.2.2.6 Role of Contractors.**

- All outside contractors working in DGD PAPERS LIMITED must satisfy requirements in relation to safety, health and welfare set out in the Guidelines for Engaging Contractors – see appendix 6
- Safety Statements of all contractors to be issued prior to any works commencing and Method Statement

#### **1.2.2.7 Role of Visitors and Recreational Users**

All visitors are required to sign themselves in and out of the facility at reception. This is used as a reference for visitors onsite in the event of an emergency.

During the visitors stay on the premises they are expected to adhere to any health and safety arrangements that have been made. In the event of an emergency or test evacuation of the building, all visitors shall be required to participate, and be guided from the premises by the member of staff to whom they have been visiting or in the case of recreational users will obey the persons organising the evacuation. Visitors to staff and recreational users must observe and obey all safety signs posted.

DGD PAPERS LIMITED exercises a duty of care towards all Visitors, Recreational Users and Trespassers as required by the Occupiers' Liability Act, 1995.

Reference: Occupiers Liability Act, 1995.

## **1.3 TRAINING**

### **1.3.1 Employer's Duty**

The Safety, Health & Welfare at Work Act (2005) places duty, on every employer, to provide adequate training for all employees in relation to Health and Safety. This training must be provided, and include in particular, information and instruction relating to the particular task or workstation involved.

DGD PAPERS LIMITED are committed to provision of Health and Safety training to all employees as necessary. Appropriate training for staff is essential to ensure best and safe practice in all DGD PAPERS LIMITED's operations.

### **1.3.2 Mandatory Training**

Mandatory training is required for the following.

- Operation of shredder
- Operation of baler
- Safety Representative training
- Forklift operators

And other tasks which the Minister for Enterprise Trade and Employment may prescribe from time to time.

Under a new EU Directive on **Temporary Work at Heights** mandatory training in the use of equipment associated in that work e.g. Safety Harness, Rope Access, will be required. Note: No ladders may be used at any time within DGD Papers Limited.

### **1.3.3 Additional Training**

In addition it is company policy that all relevant employees must be trained by a competent person/organisation in the following non-exhaustive list of courses.

- Manual Handling
- Occupational First Aid

### **1.3.4 Procedures for New Employees**

This procedure is to be carried out by the Supervisor (or Manager) of the workplace where the new employee will be required to work

- Explain to the new employee what he/she will be required to do and to whom he/she will be directly responsible to.
- Make available to the new employee a copy of the Safety Statement, explain its purposes and ensure employee is aware of his/her responsibility. Supervisor must ensure that employee reads Safety Statement and obtain a signed statement to this effect.
- Ascertain if new employee has any disability/illness which could prevent him/her carrying out certain operations safely or which could require additional protective measures.
- Show the new employee where copies of the Safety Statement Standards, Regulations and associated documents are kept.
- Warn new employees of any potential dangerous areas on site or in the workplace.
- Advise new employees of any prohibited actions on site or in the workplace e.g. working in specific areas without safety glasses etc.
- Inform the Personnel Department if any training or instruction required.
- Issue new employee any protective clothing or equipment necessary e.g. safety goggles, ear defenders, steel toe boots etc.
- Show the new employee the location of the first aid box and explain the procedure in the event of an accident. In particular, explain the necessity to record all accidents and incidents however trivial.
- All new staff shall receive full induction package as per Appendix 8.

#### **Summary**

Training shall be provided in all instances where mandatory, deemed necessary or when risk assessment identifies training requirement.

## **1.4 HEALTH & WELFARE**

DGD PAPERS LIMITED recognises the valuable role of all its employees and the importance of their physical and mental well-being. Though health hazards are less obvious than safety ones the resulting ill health can be just as serious. Hence DGD PAPERS LIMITED has documented policies to protect the health & welfare of all its employees, an obligation under the Safety, Health and Welfare at Work Act, 2005.

Management is pro-active in continuously encouraging an active health and welfare regime for staff, by using outside consultants, guest speakers, training and information sessions and, by encouraging all employees to pro-actively suggest improvements.

Occupational health & welfare is about how conditions at work may affect your health and how your health may affect your work.

### **1.4.1 General Welfare**

#### **1.4.1.1 Pregnant women**

Because there are some hazards in the workplace which may affect either the health of the woman or her developing child, the Safety, Health & Welfare at Work (Pregnant Employees etc.) Regulations 1994 provide specific protection during this period.

These Regulations

- (a) Identify a list of conditions known to affect a pregnant woman, a breast feeding woman or the developing child.
- (b) Outline the ways to manage health & safety of the pregnant (or breast-feeding) woman during this period.

This procedure is designed to provide guidance to Supervisors on work which may reasonably be undertaken by pregnant Employees. The elements of this procedure are based on the relevant legislation and on a guide to the Regulations published by the Health & Safety Authority in 1996.

#### **1.4.1.1. (A) Responsibilities of Pregnant Employees & their Supervisor**

##### **Employees**

- Report their pregnancy to their Supervisor/Manager as soon as confirmed to the Employee by a medical practitioner (see appendix 7 for Pregnancy Notification Form) NOT CURRENTLY APPLICABLE TO DGD PAPERS LIMITED.

##### **Supervisor/Manager**

- Make an assessment of work undertaken by a pregnant Employee and make any changes necessary in work undertaken by pregnant/breast-feeding Employees.
- Maintain regular contact with the Employee through the course of the pregnancy to ascertain the Employees changing condition.
- Review all notification reports.
- Conduct periodic audits in compliance with this procedure.

#### **1.4.1.1. (B) Considerations regarding Pregnant Employee Work Duties**

- **Standing Tasks**

Consideration must be given to removing a pregnant Employee from tasks that require long periods of standing (in excess of half an hour at any one time). It is worth noting that a pregnant Employee may experience difficulty in sitting during the last weeks of pregnancy and may express a preference to stand at this stage.

- **Work Involving Chemical Exposures**

Chemical substances are not typically used but if introduced to Facility must be assessed for risk to all including pregnant employees

- **Manual Handling**

Consideration must be given to removing a pregnant Employee from tasks that include excessive periods of manual handling. It is worth noting that a pregnant Employee will show a decreasing capacity for manual handling as her pregnancy advances and is at greater risk from manual handling injury after 28 weeks of pregnancy.

- **Other Factors (Non-exhaustive list)**

Other factors to include in consideration of work undertaken by a pregnant or breast-feeding woman include potential for:

- Physical Shocks including direct blows to abdomen
- Exposure to extremes of noise, cold or heat
- Extremes of non ionising radiation (magnetic fields, X rays)
- Biological Agents (viruses, bacteria etc.)

#### **1.4.1.2 Hygiene and cleaning**

Sanitary facilities are provided and maintained to a high standard and cleaned regularly. Staff should notify their Supervisor if these require attention.

#### **1.4.1.3 Rest Breaks**

Designated areas have been allocated for employees to have their rest break while on the premises.

#### **1.4.1.4 Medical Monitoring**

Provisions for occupational health monitoring will be made available to employees where necessary in accordance with the company's legal obligations.

#### **1.4.1.5 First Aid**

Management are committed to their legal obligation under Part IX of Safety, Health and Welfare at Work Regulations, 1993 – ‘*to provide first aid equipment which is suitably marked and is easily accessible*’ and also ‘*to ensure such number of occupational first-aiders as is necessary*’.

At a minimum each area represented by a Supervisor on the safety committee, will have a trained occupational first aider.

#### **1.4.1.6 Canteen Facilities**

Canteen facilities with drinking water are provided as per the SHWW Act 2005 ‘*Provision of facilities and arrangements for welfare of employees*’.



## **1.4.2 VIOLENCE/ASSAULT/AGGRESSION/BULLYING/HARASSMENT**

DGD PAPERS LIMITED fosters a collaborative work environment based on teamwork, accountability, and respect for the dignity and value of each employee.

The following acts by an individual or group of individuals, irrespective of position within the organisation, shall be construed as violence/assault/aggression/harassment or bullying.

Note: Applies to both workplace and work sponsored functions outside of the premises.

- using violence or the threat of violence towards another's person or property;
- persistent, aggressive behaviour towards another;
- persistent criticism or condemnation;
- repeated verbal harassment e.g. picking on a person as the butt of jokes,
- uncomplimentary remarks and/or use of songs/jokes or laughter as a form of ridicule;
- repeated ridicule by the display of circulation of words, pictures or material;
- repeated physical harassment e.g. picking on a person as the butt of horseplay or behaviour designed to ridicule, humiliate or terrorise an individual;
- continued and deliberate staring, obstruction or other non-verbal physical behaviour;
- showing hostility through sustained unfriendly contact or exclusion;
- repeated unfair selection for difficult or unpleasant tasks.
- It is the impact of the conduct on the recipient and not the intent of the perpetrator that determines if the behaviour is unacceptable.
- Theft or damage of individuals property

DGD PAPERS LIMITED is committed to ensuring any of the instances outlined above are prevented. To ensure success in this regard, DGD PAPERS LIMITED encourages prompt reporting of any such behaviour to allow for early intervention. Such reporting shall be made to Manager or Supervisor as appropriate. The normal procedures under civil service rules shall then apply.

**For further reference see HSA publication 'Guidelines on the Prevention of Workplace Bullying' .**

### 1.4.3 WORKPLACE STRESS

Work related stress is experienced when the demands of the work environment exceed the employee's ability to cope with them. If stress is intense and goes on for some time it can lead to both mental and physical ill health.

When demand and pressure become too much they lead to stress.

Work related stress could lead to conditions such as nervousness, fatigue, anxiety and heart disease.

DGD PAPERS LIMITED aims to prevent work related stress, assess areas which may lead to work related stress and take adequate preventive measures where necessary.

In the prevention of stress, Management should be aware of the demands of an employee's job such as;

- Workload
- Relationships e.g. harassment by colleagues etc.
- Support from colleagues
- Training
- Individual factors

Most of the contributing factors, which lead to workplace stress, may not be recognisable on a surface level. Therefore Management ask all employees to inform them off stress factors in their daily duties thus allowing management take the necessary steps to prevent further deterioration.

**For further reference see HSA publication 'Work-related Stress, a guide for employers' and appendix 8 'Guidelines on managing stress'.**

### 1.4.4 HEALTH Surveillance

Under the Safety, Health and Welfare at Work (General Application) Regulations, 1993 – General Safety and Health Provisions, it is the duty of DGD PAPERS LIMITED to ensure that health surveillance is made available for every employee appropriate to the health and safety risks that may be incurred at the workplace. See also :2007 General Applications

DGD PAPERS LIMITED will provide as appropriate health surveillance such as Eye/Vision tests for VDU users, Audiometric testing / hearing for equipment operators etc. and other testing as identified through risk assessment process.

## **1.5 EMERGENCY ARRANGEMENTS**

The Safety, Health and Welfare at Work Act, 2005 and the Fire Services Act, 1981 require that employers prepare and plan for an event leading to an emergency. We need to be in a state of readiness that anticipates the emergency and the required communication and subsequent action.

We will ensure the provision of a safe workplace, which includes appropriate fire precautions to prevent fires, detect them if they arise and ensure the safe and speedy evacuation of everyone from the building in which a fire has started. We will also ensure adherence to the *Fire Services Act, 1981*.

DGD PAPERS LIMITED shall establish the following Fire & Emergency Plan

- Perform Fire Drills at least 6 monthly
- Audit fire alarm systems
- Audit Fire prevention equipment
- Assess all sites for Fire risk and perform site safety inductions prior to commencement of work

## **1.6 REVIEW AND REVISION OF SAFETY STATEMENT**

DGD PAPERS LIMITED is a dynamic environment constantly undergoing changes and developments regarding work practices, job duties, facilities, and services provided. To keep current, with the nature of the changing environment, new health and safety legislation and to establish the effectiveness of the health and safety management systems, a review process is necessary.

### **1.6.1 Review Purpose**

Reviews will examine;

- The operation, maintenance and effectiveness of the systems as designed including assessment of near misses, safety suggestions and incident/accident reports.
- The design, development and installation of the health and safety management system in changing circumstances such as new legislation, best work practices, new processes and equipment and recommendations from internal and external bodies.

### **1.6.2 Review Process**

Reviewing is a continuous process undertaken at different levels in the organisation. It includes

- Remedying failures to implement workplace precautions during routine activities
- Provision of training on an on-going pro-active basis.
- Open discussion and consultation through the Safety Management meetings
- Responding to results of Risk Assessments and Audits
- Recommending preventive/corrective measures to the Safety management members
- Scheduling and performing Risk Assessments (as per section 2) of work areas and practices.

### **1.6.3 Review Frequency**

Reviews shall be performed on an-ongoing basis as the need arises. However at a minimum the following reviews shall be performed.

- Full formal review of the Safety Statement and associated procedures/policies along with recommendations from all audits & risk assessments shall be performed annually at a Safety Management Meeting.
- All new processes, job functions, equipment or operations shall undergo a documented Risk Assessment (as per section 2)
- A full Risk assessment shall be carried out at least annually (scheduling and appointing of persons responsible shall be agreed by the Safety Management)

## PART 2 RISK ASSESSMENTS

All Limerick site activities shall be assessed at least annually

### What is a Risk Assessment?

A Risk Assessment is a process for managing health and safety in the work place. It is based on the identification of hazards and the continuous assessments of risk specific to each site or site in order to improve the working environment.

### What is a Hazard?

A hazard is anything that can potentially cause harm. In formulating this Safety Statement, the hazards associated with the operations carried out in DGD PAPERS LIMITED have been identified and subsequent recommended control measures needed.

### How to ensure Effectiveness of Risk Assessment.

1. Risk Assessments will be carried out regularly and any risks identified, using Blank Risk Assessment Templates see appendix 3). Risks will be assessed (along with recommended controls needed) by the Safety Committee.
2. As part of the continuous assessment process it is critical that the Safety Committee ensure recommendations are implemented and effectiveness verified.

### Risk Assessment Rating and How to perform Risk Assessment

Risk Assessment and Recommendations will be documented and updated as needed in Matrix Format detailing Area, Operation, Risk Rating and Controls needed with an expected completion date (see appendix 3 for Risk Assessment Template)

Risk Rating is used to prioritise Control Actions in order of importance, as follows;

	Slightly Harmful	Harmful	Extremely Harmful
Highly Unlikely	Trivial Risk	Acceptable Risk	Moderate Risk
Unlikely	Acceptable Risk	Moderate Risk	Substantial Risk
Likely	Moderate Risk	Substantial Risk	Intolerable Risk

### A basis for prioritising action following Risk Assessment

Risk Level	Action & Timescale
Trivial	No action required
Acceptable	No further action required – but monitoring to continue to ensure control maintained
Moderate	Risk reduction measures implemented within 3 – 6 months
Substantial	Work should not start until risk reduced. For on-going work Corrective measures to be implemented as soon as possible
Intolerable	No work to start & current work to be stopped until risk eliminated

## Standard Risk Assessments

Risk Rating is used to prioritise Control Actions in order of importance, as follows;

	<b>Slightly Harmful</b>	<b>Harmful</b>	<b>Extremely Harmful</b>
<b>Highly Unlikely</b>	Trivial Risk	Acceptable Risk	Moderate Risk
<b>Unlikely</b>	Acceptable Risk	Moderate Risk	Substantial Risk
<b>Likely</b>	Moderate Risk	Substantial Risk	Intolerable Risk

### A basis for prioritising action following Risk Assessment

<b>Risk Level</b>	<b>Action &amp; Timescale</b>
<b>Trivial</b>	No action required
<b>Acceptable</b>	No further action required – but monitoring to continue to ensure control maintained
<b>Moderate</b>	Risk reduction measures implemented within 3 – 6 months
<b>Substantial</b>	Work should not start until risk reduced. For on-going work Corrective measures to be implemented as soon as possible
<b>Intolerable</b>	No work to start & current work to be stopped until risk eliminated

Process area					
Activity:	Hazard-Risk:	People at risk:	Current controls:	Risk rating:	Actions required:
<b>1) Forklift driving</b>	Collision-injury or death	<ul style="list-style-type: none"> <li>• Driver</li> <li>• Other operators</li> <li>• Visitors</li> </ul>	<ul style="list-style-type: none"> <li>• Trained drivers</li> <li>• Use of flashing light and horn</li> <li>• Signage</li> <li>• Lighting</li> <li>• PPE</li> </ul>	<b>Acceptable</b>	
<b>2) Shredder</b>	Dust-respiratory illness	Operators Contractors Visitors	<ul style="list-style-type: none"> <li>• Use of PPE-face masks</li> <li>• Dust dampening</li> </ul>	<b>Moderate</b>	
	Fall into unit-injury or death	Operators	<ul style="list-style-type: none"> <li>• Guards in place</li> <li>• Training on safety operations</li> <li>• No untrained operators</li> <li>• No visitors allowed on unit</li> </ul>	<b>Moderate</b>	
	Working at height-falls-injury or death	Operators	<ul style="list-style-type: none"> <li>• Use forklift</li> <li>• No ladders allowed</li> <li>• Training</li> <li>• Safe working height for storage</li> </ul>	<b>Acceptable</b>	
	Noise-deafness	Operators Contractors Visitors	Ear defenders-mandatory	<b>Moderate</b>	
<b>3) Baler</b>	Fall-injury or death	Operators	<ul style="list-style-type: none"> <li>• Guards in place</li> <li>• Training</li> </ul>	<b>Moderate</b>	

Activity:	Hazard-Risk:	People at risk:	Current controls:	Risk rating:	Actions required:
<b>3) Baler continued</b>	Noise-deafness	Operators	<ul style="list-style-type: none"> <li>• PPE-ear deafness</li> <li>• Noise level monitoring</li> </ul>	<b>Moderate</b>	
<b>4) General handling and</b>	Manual handling	Operators	<ul style="list-style-type: none"> <li>• Manual handling training</li> </ul>	<b>Acceptable</b>	

<b>storage</b>			<ul style="list-style-type: none"> <li>• Restriction of loads</li> <li>• Use of forklifts and mechanical aids</li> </ul>		
	Storage of bales at height-injury or death	Operators Contractors Visitors	<ul style="list-style-type: none"> <li>• Use safe working height</li> <li>• Use forklifts at all times</li> <li>• Adequate training</li> </ul>	<b>Acceptable</b>	
<b>5) General equipment</b>	Electricity -injury-death	Operators Contractors Visitors		<b>Moderate</b>	
<b>6) Mobile Shredding Unit</b>	Dust-respiratory illness	Operators	<ul style="list-style-type: none"> <li>• Use of PPE-face masks</li> <li>• Dust dampening</li> </ul>	<b>Moderate</b>	
	Fall into unit-injury or death	Operators	<ul style="list-style-type: none"> <li>• Guards in place</li> <li>• Training on safety operations</li> <li>• No untrained operators</li> <li>• No maintenance or examination while truck is running</li> </ul>	<b>Acceptable</b>	

**Administration area**

<b>Activity:</b>	<b>Hazard-Risk:</b>	<b>People at risk:</b>	<b>Current controls:</b>	<b>Risk rating:</b>	<b>Actions required:</b>
<b>1) Desk top equipment</b>	VDU-eye issues	<ul style="list-style-type: none"> <li>• Office worker</li> </ul>	<ul style="list-style-type: none"> <li>• VDU assessments</li> </ul>	<b>Acceptable</b>	
	Seating-posture-back/ neck issues	<ul style="list-style-type: none"> <li>• Office worker</li> </ul>	<ul style="list-style-type: none"> <li>• Adequate seating and working area</li> </ul>	<b>Acceptable</b>	
	Noise-deafness	<ul style="list-style-type: none"> <li>• Office worker</li> </ul>	No issues	<b>Trivial</b>	
<b>2) General</b>	Manual handling	<ul style="list-style-type: none"> <li>• Office workers</li> </ul>	<ul style="list-style-type: none"> <li>• Manual handling training</li> <li>• Restriction of loads</li> </ul>	<b>Trivial</b>	



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	Trips and falls-injury	<ul style="list-style-type: none"> <li>• Office workers</li> <li>• Visitors</li> </ul>		<b>Acceptable</b>	
<b>3) General area</b>	Electricity -injury-death	<ul style="list-style-type: none"> <li>• Office workers</li> <li>• Visitors</li> </ul>		<b>Moderate</b>	
<b>4) Other</b>					

## **PART 3**

### **3.3 SAFE OPERATING PROCEDURES**

It is the policy of DGD PAPERS LIMITED to ensure that tasks are within the competencies and capacity of the Employee. The system of work is designed with that in mind.

Following Risk assessment of operations it is clear that some processes give rise to risks which can only be controlled by good practice and adherence to Safe Operating Procedure's.

As with all operations only trained and competent personnel shall perform operations. The posting of a Safe Operating Procedure does not replace the need for proper training but rather acts as a quick reference and works instruction to safely execute a job function.

All employees must adhere to the relevant Safe Operating Procedure when carrying out a task . When a job function cannot be performed in adherence to the relevant Safe Operating Procedure all work must cease until alternative safe arrangements are made.

Employees must be familiar with the relevant Safe Operating Procedures for their work area.

Safe operating procedures are detailed in 'Employee Safety Training Handbook' and are also posted as required in production areas.

## **Operating Procedure: Persona Baler**

No of operatives: 3

1. Panel Operator
2. Loading Operators x 2
3. Forklift Driver

### **Hazards:**

- Electricity
- Conveyors
- Baler
- Needles
- Forklift
- Trucks Unloading

## **Functions of Operatives:**

### **Panel Operator**

1. Follow proper procedures when powering up machine.
2. Monitor all functions of conveyor and baler.
3. Switch off conveyor / baler in the event of blockage or mechanical fault.
4. Maintain overall control of production

### **Loading Operator**

1. Ensure that he is wearing visible jacket and safety boots at all times.
2. Ensure that only suitable materials are fed into conveyor.
3. Not to enter conveyor while machine is on under any circumstances.

### **Forklift Driver**

1. Ensure that he is wearing visible jacket and safety boots at all times.
2. Ensure use of PPE such as goggles and ear defenders as necessary
3. Ensure that only suitable materials are sent to the Baler sump.
4. Not to enter shredder/conveyor/baler while machine is on under any circumstances.
5. Inform Panel Operator of any issues
6. Hit Emergency Stop Button in the event of any problem/issue
7. Take regard of where loading operators are at all times
8. Adhere to safe operating procedures for the forklift

## **OPERATING PROCEDURES FOR PERSONA BALER**

### **SAFETY REGULATIONS**

#### **1(4)**

- **THE INSTRUCTION BOOK WITH SAFETY REGULATIONS MUST AT ALL TIMES BE AVAILABLE TO THE OPERATING PERSONNEL.**
- **THE PLANT MAY ONLY BE STARTED AND OPERATED BY DULY INSTRUCTED PERSONNEL.**

**It is important that all personnel making service and adjustments to the plant are duly instructed. The operator/s and other personnel must take due note of the safety regulations.**

The electric system contains highly dangerous voltage. An authorised electrician must carry out all work on the electric system.

- **IT IS PROHIBITED TO START THE MACHINE IF SAFETY GUARDS ARE REMOVED.**
- **IT IS PROHIBITED TO STAY INSIDE, ON OR UNDER THE BALER AND THE CONVEYOR WHEN IN OPERATION.**
- **THE MAIN SWITCH MUST BE TURNED OFF AND LOCKED DURING SERVICE TO THE PLANT.**

Before making any service, adjustments or other work on the baler or the conveyor the main switch must be turned off and locked. Each person working on the plant must have an individual padlock to the main switch. However, an exception to this restriction is all work at the needle frame, the twisting unit and the wirepuller. When the safety guards in front of these parts are opened, all strapping- and pressing movements are stopped. The main motor, the material distributor and the conveyor keep on going.

When the safety guards are quite you may correct wire breaks and make smaller adjustments without stopping the baler completely.

**Please note!** It is absolutely not allowed to step on the conveyor when the plant is in operation. It is also prohibited to step on the service platform of the material distributor when the plant is in operation.

**Please note!** When the baler is in operation but waiting for material from the conveyor, it is possible to program the motor of the hydraulic unit to stop (to save energy). In this position the motor and the pressing movements can start without previous warning.

### **SAFETY REGULATIONS**

#### **2(4)**

- **DOORS TO PREPRESS CHAMBER AND PREPRESS GUARD MAY ONLY BE OPENED WITH PREPRESS IN ITS LOWER OR UPPER POSITIONS.**

Even if the baler is closed, the prepress might slowly move backwards and downwards. It is prohibited to open the doors of the prepress chamber or the prepress guard if the prepress is not in its lower or upper positions.

- **CAUTION! PROTECT FINGERS, HANDS WHEN HANDLING THE STRAPPING WIRE WHILE PLANT IS IN OPERATION.**

Always stop the machine before working with the strapping wire. Fingers, hands and clothes are easily got stuck in a wire loop. The wire leads are sharp and might cause damages. Use protective gloves and safety goggles. If big and high wire coils are used they should be placed on an even and stable floor. Deformed and incorrectly place wire coils might cause damages if they fall.

- **IT IS PROHIBITED TO USE THE PLANT FOR PRESSING MATERIAL THAT MIGHT CAUSE DAMAGE TO THE OPERATING PERSONNEL, THE MACHINE OR THE ENVIRONMENT.**

It is prohibited to use the baler for pressing material that might cause explosion, fire, corrosion or other damages to the machine, the operating personnel or the environment. When pressing dusty material the personnel should use breathing protection.

- **CAUTION! RISK OF FIRE AND SKIDDING IN CASE OF AN OIL SPILL. AVOID ACCIDENTS – PREVENT OIL SPILLS TO DRAINS.**

Always wipe off oil spill to prevent risk of fire and skidding. Prevent oil spill to drains or nature. Read the instructions of the oil deliverer about health risks when handling oils.

- **THE MATERIAL DISTRIBUTOR MAY NOT BE RETRACTED UNTIL 30 SECONDS AFTER IT IS TURNED OFF. MAKE REGULAR INSPECTIONS OF THE BOLTS OF THE MATERIAL DISTRIBUTOR AND ENSURE THAT THE PROPELLOR IS FREE FROM BIT OF WIRE AND STRING.**

It prohibited to retract the material distributor until the propeller has stopped. It takes ab. 30 seconds. Make regular inspections of the bolts of the propeller and the material distributor. If necessary fasten the nipples. Make also regular inspections that the V-belts are correctly tightened (not all models have V-belts). Slipping V-belts might cause fire. When the material distributor is retracted always make sure that the propeller is free from its wire and string. Remove all contraries from the propeller to prevent fire risk.

- **SMOKING IS NOT ALLOWED! RISK OF FIRE!**

Smoking is not allowed on the plant. Dusty environment always causes fire risk.

## **SAFETY REGULATIONS                      3(4)**

- **CARE AND MAINTENANCE**

Make regular controls of the temperature and the pressure in the hydraulic system. Too high temprature or too high pressure might cause damage to personnel

equipment. Keep the plant tidy and clean. Avoid damages on safety guards and safety details. If damages should arise on parts that might affect the security these should be corrected at once. Only use genuine parts of being approved by Persona.

➤ ALTERATIONS OF THE PLANT

No alterations, mechanical, hydraulic or electrical may be made to the plant without a written consent from Persona.

Do not change the placement of switching equipment. Always place the control panel of the baler where you have a good survey of the start of the baler. Place the control unit to retract the material distributor where you can see the material distributor and the control panel of the conveyor where you can see the conveyor.

## **Operating Procedure: Lindemann Shredder**

### **No of operatives: 3**

- 1 Baler Panel Operator & Shredder Operator
- 2 Loading Operators x 2
- 3 Forklift Driver

### **Hazards:**

- Electricity
- Conveyors
- Shredder
- Baler
- Needles
- Forklift
- Trucks Unloading

## **Functions of Operatives:**

### **Panel Operator**

- 1 Follow proper procedures when powering up machine.
- 2 Monitor all functions of conveyor, baler & Shredder.
- 3 Switch off conveyor / baler in the event of blockage or mechanical fault.
- 4 Switch off shredder in the event of blockage or mechanical fault
- 5 Maintain overall control of production
- 6 Maintain oversight of shredding activities at all times

### **Loading Operator**

- 1 Ensure that he is wearing visible jacket and safety boots at all times.
- 2 Ensure use of PPE such as goggles and ear defenders
- 3 Ensure that only suitable materials are fed into shredder.
- 4 Not to enter shredder/conveyor/baler while machine is on under any circumstances.
- 5 Inform Panel Operator of any issues
- 6 Hit Emergency Stop Button in the event of any problem/issue

### **Forklift Driver**

- 1 Ensure that he is wearing visible jacket and safety boots at all times.
- 2 Ensure use of PPE such as goggles and ear defenders
- 3 Ensure that only suitable materials are sent to the shredder platform.
- 4 Not to enter shredder/conveyor/baler while machine is on under any circumstances.
- 5 Inform Panel Operator of any issues
- 6 Hit Emergency Stop Button in the event of any problem/issue
- 7 Take regard of where loading operators are at all times
- 8 Adhere to safe operating procedures for the forklift

## **OPERATING PROCEDURES FOR LINDEMANN SHREDDER**

*(To be carried out and adhered to in conjunction with Baler Operating Procedures)*

### **SAFETY REGULATIONS**

#### **1(4)**

- **THE INSTRUCTION BOOK WITH SAFETY REGULATIONS MUST AT ALL TIMES BE AVAILABLE TO THE OPERATING PERSONNEL.**
- **THE PLANT MAY ONLY BE STARTED AND OPERATED BY DULY INSTRUCTED PERSONNEL.**

**It is important that all personnel making service and adjustments to the plant are duly instructed. The operator/s and other personnel must take due note of the safety regulations.**

**The electric system contains highly dangerous voltage. An authorised electrician must carry out all work on the electric system.**

- **IT IS PROHIBITED TO START THE MACHINE IF SAFETY GUARDS ARE REMOVED.**
- **IT IS PROHIBITED TO STAY INSIDE, ON OR UNDER THE BALER AND THE CONVEYOR AND THE SHREDDER WHEN IN OPERATION.**
- **THE MAIN SWITCH MUST BE TURNED OFF AND LOCKED DURING SERVICE TO THE PLANT.**

**Before making any service, adjustments or other work on the shredder the main switch must be turned off and locked. Each person working on the plant must have an individual padlock to the main switch. The panel operator acts as supervisor to works being carried out. It is the panel operators' responsibility to allow/deny access to the machine for service/adjustments/other works if it is in his/her opinion that it is safe/unsafe to do so.**

**Please note! It is absolutely not allowed to step on the conveyor when the plant is in operation. It is also prohibited to step on the service platform of the material distributor when the plant is in operation.**

**Please note! When the baler is in operation but waiting for material from the conveyor, it is possible to program the motor of the hydraulic unit to stop (to save energy). In this position the motor and the pressing movements can start without previous warning.**

**Please note! When the shredder is in operation attention must be paid to the safe zones around the machine. It is prohibited to go closer to the machine than as allowed in the safe zone markings. The machine when powering up and down takes considerable time to do so, entry into the safe zones is prohibited until the machine is fully wound down. The panel operator's permission must be attained before going near the machine.**



## **SAFETY REGULATIONS**

**2(4)**

- **DOORS TO THE GRID AND ROTOR WHERE THE BLADES ARE MAY ONLY BE OPENED WHEN POWER TO THE SHREDDER HAS BEEN ISOLATED AND POWERED DOWN FOR AT LEAST 60 MINUTES SAVE AND EMERGENCY**

Even if the shredder is powered off, it is imperative that power to the machine is isolated before access can be granted. After operation the machine must be powered down for at least 60 minutes to guarantee moving parts are no longer a hazard. Access can only be granted in less time in the event of an emergency and by authorised staff only.

- **CAUTION! MOVING PARTS ON THE FEED CONVEYOR**

When the shredder is in operation, material is fed through a small feed conveyor at waist level. No loose clothing is to be worn; no chains or items that may get caught in the moving parts of the conveyor are allowed. Material for processing must be deposited on the conveyor in accordance with safe lifting procedures.

- **IT IS PROHIBITED TO USE THE PLANT FOR PRESSING MATERIAL THAT MIGHT CAUSE DAMAGE TO THE OPERATING PERSONNEL, THE MACHINE OR THE ENVIRONMENT.**

It is prohibited to use the shredder for pressing material that might cause explosion, fire, corrosion or other damages to the machine, the operating personnel or the environment. When processing dusty material the personnel should use breathing protection.

- **CAUTION! RISK OF FIRE AND SKIDDING IN CASE OF AN OIL SPILL. AVOID ACCIDENTS – PREVENT OIL SPILLS TO DRAINS.**

Always wipe off oil spill to prevent risk of fire and skidding. Prevent oil spill to drains or nature. Read the instructions of the oil deliverer about health risks when handling oils.

- **CAUTION! DEBRIS/FOREIGN OBJECTS EXPELLED FROM THE SHREDDER WHILE SHREDDER IS IN OPERATION**

Ensure insofar as is practicable no foreign object(s) enter the shredder that might cause fire or damage or be expelled back out causing harm to operators. PPE must be worn such as Eye protection, ear defenders, Steel Capped Boots, High Visibility Clothes and work wear.

- **CAUTION! THE OPERATOR MUST ENSURE NO METAL OR AEROSOLS ENTER THE SHREDDER AS THERE IS A POTENTIAL FIRE & DAMAGE RISK**

It is prohibited for metals and aerosols to enter the shredder. This is a common risk with all shredders. In the event metal or aerosols enter the shredder the shredder must be switched off immediately. The hydraulics must be left on, as this allows the dust suppression and fire extinguishing system to operate. The operator must ascertain the seriousness of the situation. If there is a high probability of a serious fire the operator must call 999 or 112 for the Fire Brigade.

- **SMOKING IS NOT ALLOWED! RISK OF FIRE!**

Smoking is not allowed on the plant. Dusty environment always causes fire risk.

## **SAFETY REGULATIONS**                      **3(4)**

### ➤ **CARE AND MAINTENANCE**

Avoid damages on safety guards and safety details. If damages should arise on parts that might affect the security these should be corrected at once. Only use genuine parts of being approved by Lindemann.

### ➤ **ALTERATIONS OF THE PLANT**

No alterations, mechanical, hydraulic or electrical may be made to the plant without a written consent from **Recycling Engineering Service**.

Do not change the placement of switching equipment. Always place the control panel of the baler where you have a good survey of the start of the baler, Conveyor and Shredder. Place the control unit to retract the material distributor where you can see the material distributor and the control panel of the conveyor where you can see the conveyor.

## **Operating Procedure: Mobile Shredding Unit (Tornado Shredder)**

### **No of operatives: 1/2**

- 1 Driver/Operator
- 2 2<sup>nd</sup> Operator/Operative

### **Hazards:**

- Shredder
- Bin Lifter

## **Functions of Operatives:**

### **Driver/Operator**

- 1 Follow proper procedures when powering up machine.
- 2 Monitor all functions of Tornado Shredder.
- 3 Switch off shredder in the event of blockage or mechanical fault.
- 4 Switch off shredder in the event of problems with Bin Lifter.
- 5 Maintain overall control of shredding process
- 6 Maintain oversight of shredding activities at all times
- 7 Have overall responsibility for shredding

### **2<sup>nd</sup> Operator/Operative**

- 1 Follow proper procedures when powering up machine.
- 2 Monitor all functions of Tornado Shredder.
- 3 Switch off shredder in the event of blockage or mechanical fault.
- 4 Switch off shredder in the event of problems with Bin Lifter.
- 5 Assist Driver/Operator in carrying out his/her functions

## OPERATING PROCEDURES FOR MOBILE SHREDDING UNIT (TORNADO SHREDDER)

### SAFETY REGULATIONS

#### 1(4)

- THE INSTRUCTION BOOK WITH SAFETY REGULATIONS MUST BE AVAILABLE TO THE OPERATING PERSONNEL.
- THE PLANT MAY ONLY BE STARTED AND OPERATED BY DULY INSTRUCTED PERSONNEL.
- INSOFAR AS IS PRACTICABLE PARTICULAR OPERATOR(S) WILL BE ASSIGNED TO OPERATE THE MACHINE (CURRENTLY ASSIGNED: DENIS NOONAN, MARK DOUPE, KEN MCKENNA)

It is important that all personnel making service and adjustments to the plant are duly instructed. The operator/s and other personnel must take due note of the safety regulations.

- IT IS PROHIBITED TO START THE MACHINE IF SAFETY GUARDS ARE REMOVED.
- IT IS PROHIBITED TO STAY INSIDE THE SHREDDER WHEN IN OPERATION.
- THE ENGINE MUST BE TURNED OFF AND KEYS FOR THE IGNITION REMOVED DURING SERVICE TO THE PLANT.

Before making any service, adjustments or other work on the shredder the engine must be turned off and cab of the truck locked. The Driver/operator acts as supervisor to works being carried out. It is the driver/operators' responsibility to allow/deny access to the machine for service/adjustments/other works if it is in his/her opinion that it is safe/unsafe to do so.

Please note! It is absolutely not allowed open the shredder door when the shredder is in operation, winding up or in the process of being wound down.

Please note! When the mobile shredding unit is in operation the bin lift mechanism moves up and down the side of the vehicle. It is essential that this process is supervised at all times.

Please note! In the event of any mechanical issue or otherwise whilst on-site due regard to health and safety must be paid at all times.

### SAFETY REGULATIONS

#### 2(4)

- DOORS TO THE GRID AND ROTOR WHERE THE BLADES ARE MAY ONLY BE OPENED WHEN POWER TO THE SHREDDER HAS BEEN ISOLATED AND POWERED DOWN FOR AT LEAST 10 MINUTES SAVE AN EMERGENCY

Even if the shredder is powered off, it is imperative that power to the machine is isolated before access can be granted. After operation the machine must be powered down for at least 10 minutes to guarantee moving parts are no longer a hazard. Access

can only be granted in less time in the event of an emergency and by authorised staff only.

➤ **CAUTION! MOVING PARTS ON THE BIN LIFT MECHANISM**

When the Bin Lift Mechanism is in operation, all personal should be aware of it. A safe distance must be kept when it is moving up and down. The Operator has responsibility to control this process and pay attention to persons around him/her.

➤ **CAUTION! THE OPERATOR MUST ENSURE NO METAL OR AEROSOLS ENTER THE SHREDDER AS THERE IS A POTENTIAL FIRE & DAMAGE RISK**

It is prohibited for metals and aerosols to enter the shredder. This is a common risk with all shredders. In the event metal or aerosols enter the shredder the shredder must be switched off immediately. The hydraulics must be left on, as this allows the dust suppression and fire extinguishing system to operate. The operator must ascertain the seriousness of the situation. If there is a high probability of a serious fire the operator must call 999 or 112 for the Fire Brigade.

➤ **CAUTION! RISK OF FIRE AND SKIDDING IN CASE OF AN OIL SPILL. AVOID ACCIDENTS – PREVENT OIL SPILLS TO DRAINS.**

Always wipe off oil spill to prevent risk of fire and skidding. Prevent oil spill to drains or nature. Read the instructions of the oil deliverer about health risks when handling oils.

➤ **CAUTION! DEBRIS/FOREIGN OBJECTS EXPELLED FROM THE SHREDDER WHILE SHREDDER IS IN OPERATION**

Ensure insofar as is practicable no foreign object(s) enter the shredder that might cause fire or damage or be expelled back out causing harm to operators. PPE must be worn such as Eye protection, ear defenders, Steel Capped Boots, High Visibility Clothes and work wear.

➤ **SMOKING IS NOT ALLOWED! RISK OF FIRE!**

Smoking is not allowed on the plant. Dusty environment always causes fire risk.

## **SAFETY REGULATIONS**                      **3(4)**

➤ **CARE AND MAINTENANCE**

Avoid damages on safety guards and safety details. If damages should arise on parts that might affect the security these should be corrected at once. Only use genuine parts of being approved by Tornado.

**Part 4**

**Accident Report Form (IR forms) Internal**



**DGD Shredding**  
Secure Destruction Specialists

Form No: EP020A

<b><u>Accident Report Form</u></b>	
<b>Date &amp; Time of Incident:</b>	____/____/____      ____:____
<b><u>Persons involved:</u></b>	_____ _____
<b><u>Person in Charge:</u></b>	_____
<b><u>Location:</u></b>	_____ _____ _____
<b><u>Description of the Incident:</u></b>	_____ _____ _____ _____
<b><u>Nature of Injury/</u></b>	_____
<b><u>Damage</u></b>	_____ _____
<b><u>Work being carried out at the time:</u></b>	_____ _____ _____
<b><u>Witness Details</u></b>	_____
<b>(Contact No)</b>	_____ _____ _____

DGD Shredding Services Safety Statement

<b><u>PPE &amp; Protective</u></b> _____				
<b><u>Guards in Place</u></b> _____				
<b><u>At the time:</u></b> _____ _____				
<b><u>Actions Taken:</u></b> _____ _____ _____ _____ _____ _____				
<b><u>Any other</u></b> _____				
<b><u>Information:</u></b> _____ _____ _____ _____ _____ _____				
<b>For Official Use Only:</b>		<b>Follow Up/ Actions Taken:</b>		
Received by:		<b>Yes</b>	<b>No</b>	<b>N/A</b>
_____		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Managing Director / Director		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<b>CAR</b>		
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<b>HSA Notified</b>		
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## Accident Report Form External

Accident/Incidents can be reported online to the HAS by following this link and registering online.

<https://webapps.hsa.ie/CIRW/index.php>

## Reportable accidents

The following is taken from the HAS's website at:

[http://www.hsa.ie/eng/Topics/Accident\\_and\\_Dangerous\\_Occurrence\\_Reporting/](http://www.hsa.ie/eng/Topics/Accident_and_Dangerous_Occurrence_Reporting/)

## Accident Reporting

### **Frequently Asked Questions**

[What Types of Accidents Must be Notified to the Health and Safety Authority?](#)

[How do I Report an Accident to the Health and Safety Authority?](#)

[What Regulations Apply to the Reporting of Accidents?](#)

[Road Traffic/ Vehicle Accidents Involving Employees and Self-Employed](#)

[General Injuries Involving Members of the Public](#)

[Who is Responsible for Notifying Accidents to the Health and Safety Authority?](#)

[What is the Procedure for Notifying a Fatal Accident to the Health and Safety Authority?](#)

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## **What Types of Accidents Must be Notified to the Health and Safety Authority?**

- General injuries involving employees and self-employed Accidents, where a person is injured at a place of work and cannot perform their normal work for more than 3 consecutive days, not including the day of the accident, are reportable.
- **Road traffic/ vehicle accidents involving employees and self-employed**  
Such accidents are reportable if the person was injured while driving or riding in the vehicle in the course of work, and cannot perform their normal work for more than 3 consecutive days, not including the day of the accident.
- **General injuries involving members of the public**  
Accidents related to a place of work or a work activity where a person requires treatment from a medical practitioner are reportable.  
Accidents related to medical treatment or a pre-existing medical condition are not reportable.
- **Road traffic/vehicle accidents involving members of the public**  
Road traffic accidents are only notifiable if they relate to vehicle loads or to the construction or maintenance of roads or structures adjacent to roads.  
**General injuries involving employees and self-employed**

### **If I get injured on a Wednesday and return to work on Monday is it reportable?**

Yes, because the person is absent from work for more than 3 consecutive days, the accident is reportable (even if the employee does not normally work on a week-end, the Saturday and Sunday are counted).

### **If I hurt my back on a Monday and return to work on Thursday but am given light duties for the next week is it reportable?**

Yes, even though you were not absent for more than 3 days you could not perform your normal work for more than 3 days.



**If I get injured on Monday and return to work on Friday is it reportable?**

No, you must be absent for more than 3 days, not including the day of the injury.

**If I hurt my back on a Monday and return to work on Thursday but am unable to work on Friday is it reportable?**

No, you were not out of work for more than 3 consecutive days

**If I get injured on Monday and return to work on Friday is it reportable?**

No, you must be absent for more than 3 days, not including the day of the injury.

**If I hurt my back on a Monday and return to work on Thursday but am unable to work on Friday is it reportable?**


No, you were not out of work for more than 3 consecutive days

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**How do I Report an Accident to the Health and Safety Authority?  
Online Reporting**



You can report accidents online by clicking on the  logo that appears on the homepage and several other pages of the HSA website and registering. The benefits of reporting online are:

- It is faster than filling in and posting the paper IR1 form
- You can view details of all the accidents you reported online over the last year
- You can print a copy of the report for your records
- You get a confirmation receipt by e-mail for each accident you report.
- Account activation codes are sent to Health and Safety Managers when a new user registers for their organisation so:
  1. They can view details of all accidents reported online for their organisation over the past year.
  2. Receive an e-mail notification every time a new user registers to report accidents for their organisation.

**Reporting on Paper IR1 Form.**

- Employers can report accidents on the official IR1 Form
  - The HSA only accept the pre-printed forms published by the Authority photocopies are not acceptable
  - Copies of the IR1 form are available from the Publications Section of the HSA by Telephoning 1890 289 389 or if calling from outside of the Republic of Ireland +353 1 6147000
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**What Regulations Apply to the Reporting of Accidents?**

The Safety Health and Welfare at Work (General Application) Regulations, 1993

Extracts are included below:  
58. Interpretation of Part X:

'responsible person' means:

- a. in the case of any event required to be reported under Regulation 59 involving an employee at work, his employer;
- b. in any other case, except where subparagraph (c) applies, the person having control of a place of work for the purpose of any trade, business or undertaking (whether for profit or not) at which the accident or dangerous occurrence required to be reported under Regulation 59 occurs; and
- c. where a self-employed person is fatally injured at a place of work, the person who owns the place of work or, in the case of a tenancy existing in respect of the place of work, the tenant or, in a case where the fatally injured person is the owner or tenant, the next of kin.

(2) In this Part, a reference to an accident or a dangerous occurrence arising at or in connection with work includes a reference to an accident or dangerous occurrence which is attributable to the manner of conducting the undertaking concerned or to any article or substance used for the purposes of the undertaking concerned or to the condition of any part of the place of work where the undertaking concerned is carried on.

59. Notification of Accidents and Dangerous Occurrences:

(1) Where:

## DGD Shredding Services Safety Statement

- a. any accident occurs at a place of work as a result of which any person carrying out work at that place of work dies or is prevented from performing his normal work for more than three consecutive days, excluding the day of the accident but including any days which would not have been working days, or
- b. in the case of any person who is not at work but who as a result of an accident related to a place of work or a work activity dies or suffers any injury or condition as a result of an accident which results in the person requiring treatment from a registered medical practitioner or treatment in a hospital as an in-patient or an out-patient, or
- c. there is a dangerous occurrence, the responsible person shall:
  - i. in the case of a death, supply the Authority by the quickest practicable means with the name of the deceased, brief particulars and the location of the accident, and
  - ii. as soon as practicable send a written report in the approved form to the Authority of the death, injury, condition, accident, or dangerous occurrence.

(2) Where as a result of an accident at work an employee or a self-employed person sustains an injury or suffers a condition which is required to be reported under this Regulation to the Authority, and as a result of that accident the employee or self-employed person dies within a year of the accident, the responsible person shall, as soon as possible after the death comes to his knowledge, inform the Authority in writing of the death, whether or not the accident has been reported under paragraph (1).

(3) In the case of a responsible person who is a self-employed person, it shall be sufficient compliance with paragraph (1) if the self-employed person makes arrangements with some other person for that other person to make the notification or report required by that paragraph on behalf of the self-employed person.

(4)

- a. Where an accident which is notifiable under paragraph (1) occurs and causes loss of life to a person no person shall disturb the place where it occurred or tamper with anything thereat before;
  - i. that place has been inspected by an inspector, or
  - ii. the expiration of three clear days after notification, in accordance with paragraph (1), of the accident.
- b. Nothing in this Regulation shall prohibit the doing of anything by or with the consent of an inspector.
- c. In any proceedings taken in respect of a contravention of this paragraph consisting of the doing of any act, it shall be a defence to prove that the doing of the act was necessary for securing the safety or health of any person.

### 61. Application of this Part:

(1) The provisions of Regulation 59 relating to a death, injury or condition do not apply to a person who, at the time death occurs or injury is sustained or a condition is suffered, is a patient undergoing treatment in a hospital or in a doctor's or dentist's surgery and is not undergoing treatment for an accident at a place of work or for an injury due to a dangerous occurrence, unless the cause of death or injury is unrelated to the patient's pre-existing medical condition or the treatment being provided.

(2) The provisions of Regulation 59 relating to the death, injury or condition of a person as a result of an accident shall, in the case of an accident arising out of or in connection with the movement of a vehicle on any public road, apply only if that person:

- a. was killed or suffered an injury as a result of driving or riding a vehicle in the course of work, or
- b. was killed or suffered an injury or condition as a result of exposure to a substance or injury from an article being conveyed by a vehicle,
- c. was either himself engaged in, or was killed or suffered an injury or condition as a result of the activities of another person who was at the time of the accident engaged in, work connected with the loading or unloading of any article or substance onto or off a vehicle, or
- d. was either himself engaged in, or killed or suffered an injury or condition as a result of the activities of another person who was at the time of the accident engaged in, work on or alongside a road, being work concerned with the construction, demolition, alteration, repair or maintenance of:
  - i. the road or the markings or equipment thereon;
  - ii. the verges, fences, hedges or other boundaries of the road;
  - iii. pipes or cable on, under, over or adjacent to the road; or
  - iv. buildings or structures adjacent to or over the road.

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### ***Road Traffic/ Vehicle Accidents Involving Employees and Self-Employed***

**If I am a driver or a passenger and am involved in a road traffic accident and am out of work for more than 3 days is it reportable?**

Yes, if you were injured while driving or riding in the vehicle in the course of work

**If I am at work and am injured by part of the load on a lorry is it reportable?**

Yes, provided that you could not perform your normal work for more than 3 days.

**If I am at work and am injured as the result of the loading or unloading of a lorry is it reportable?**

Yes, provided that you could not perform your normal work for more than 3 days.

**If I am a driver who is injured when my lorry rolls over my foot in the yard of a customer, is it reportable?**

Yes, provided that you could not perform your normal work for more than 3 days.

**If I am at work and am injured as a result of roadway construction or maintenance activities is it reportable?**

Yes, provided that you could not perform your normal work for more than 3 days.

**If I am a driver who is injured when my lorry rolls over my foot on a public road, is it reportable?**

No, it is reportable only if you are driving or a passenger if you are on a public road.

**If I am driving to or from my home in my company van and am injured is it reportable?**

No, commuting accidents are not reportable, unless your home is the base from which you normally work

**If I am a mechanic repairing a car on the road-side and am hit by a vehicle is it reportable?**

No, it is reportable only if you are driving or a passenger.

**If I am injured by part of the load on a lorry is it reportable?**

Yes, provided you required medical treatment

**If I am injured as the result of the loading or unloading of a lorry is it reportable?**

Yes, provided you required medical treatment

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### ***General Injuries Involving Members of the Public***

**If a piece of plywood is blown off a construction site and injured me as I walked along the footpath is it reportable?**

Yes, provided you required medical treatment. The injury was related to a place of work.

#### **Other types of accidents**

**If I slip on a grape in a supermarket is it reportable?**

Yes, provided you required medical treatment. Where it is the policy of the supermarket to advise everyone who suffers an accident to "see a doctor" but you do not actually require treatment, it is not reportable.

**If I am injured in a fall out of a bed in a hospital is it reportable?**

Yes, provided you required medical treatment as a result of the fall and the fall was not related to medical treatment or a pre-existing medical condition

**If I am a hospital patient and suffer an injury due to adverse reaction to drugs is it reportable?**

No, injuries to patients related to a medical treatment or a pre-existing medical condition are not reportable

**If I am injured by inappropriate treatment by a medical practitioner is it reportable?**

No, injuries to patients related to a medical treatment or a medical condition are not reportable

**If I am injured as a result of roadway construction or maintenance activities is it reportable?**

Yes, provided you required medical treatment and the activities were ongoing at the time of the injury

**If I am injured as a result of roadway construction or maintenance activities is it reportable, even if there is no-one on site at the time of the accident?**

Yes, provided you required medical treatment and the roadworks project was ongoing at the time of the injury

**If I am a member of the public who is injured by a work vehicle, including a bus, is it reportable?**

No, unless you are riding in the vehicle in the course of work

**If I am driving and I lose control on loose gravel is it reportable?**

No, unless the loose gravel on the road is the result of the activities of a person who was working on the construction or maintenance of the road at the time of the injury.

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**Who is Responsible for Notifying Accidents to the Health and Safety Authority?**

In the case of an accident involving an employee at work, the employer is responsible for reporting the accident.

In any other case (if the injured person is self-employed or a member of the public), the person responsible for reporting the accident is the person having control of the place of work at which the accident occurred including persons providing training (in the case of death or injury of a person receiving training for employment).

If a self-employed person is fatally injured, the person who is the owner or tenant in the place of work is responsible for reporting the accident. If the fatally injured person is the tenant or owner of the place of work, the next of kin has responsibility for reporting the accident.

Accidents can be reported to the Health and Safety Authority in two ways; namely

(1) **by hard copy**, i.e completing the Incident Report Form (IR1) and posting the completed form to the Workplace Contact Unit, Health and Safety Authority, The Metropolitan Building, James Joyce Street, Dublin 1, or **online**, via the Health and Safety Authority's website, [www.hsa.ie](http://www.hsa.ie). Please follow the following link,

[Report an accident](#)

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**What is the Procedure for Notifying a Fatal Accident to the Health and Safety Authority?**

The responsible person is required to:

- Supply the Authority with the name of the deceased, location of the accident and brief particulars of the accident, by the quickest practicable means.
- Send a written report of the incident, in the approved form, to the Authority as soon as practicable. The responsible person should ensure that no person disturbs the accident scene before:
  - the scene has been examined by an inspector
  - three clear days after notification of the accident

If an injured person dies within a year of the accident, the responsible person is required to notify the Authority in writing as soon as possible after the death comes to their knowledge, even if the incident has not previously been notified to the Authority.

The Gardaí should be notified immediately of all workplace accidents resulting in death.

- See more at:

[http://www.hsa.ie/eng/Topics/Accident\\_and\\_Dangerous\\_Occurrence\\_Reporting/#sthash.fARD0b9t.dpuf](http://www.hsa.ie/eng/Topics/Accident_and_Dangerous_Occurrence_Reporting/#sthash.fARD0b9t.dpuf)



Risk Assessment Template-Actual Risk Assessments



# Risk Assessment Form

(Work at a Customers Location) Site & Day Specific

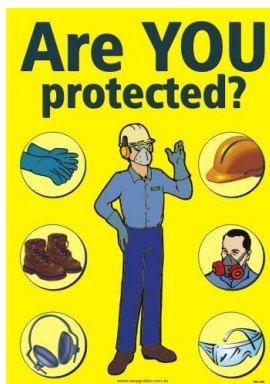
**Customer Site:** \_\_\_\_\_

**Address:** \_\_\_\_\_

Activity	Hazard	Persons Affected	Degree of Risk: <i>See attached Sheet</i>	Risk Control Measures

Signed originator..... Job title .....

Date completed.....



**Risk Assessments**

**Risk Rating is used to prioritise Control Actions in order of importance, as follows;**

	<b>Slightly Harmful</b>	<b>Harmful</b>	<b>Extremely Harmful</b>
<b>Highly Unlikely</b>	Trivial Risk	Acceptable Risk	Moderate Risk
<b>Unlikely</b>	Acceptable Risk	Moderate Risk	Substantial Risk
<b>Likely</b>	Moderate Risk	Substantial Risk	Intolerable Risk

**A basis for prioritising action following Risk Assessment**

Risk Level	Action & Timescale
<b>Trivial</b>	No action required
<b>Acceptable</b>	No further action required – but monitoring to continue to ensure control maintained
<b>Moderate</b>	Risk reduction measures implemented within 3 – 6 months
<b>Substantial</b>	Work should not start until risk reduced. For on-going work Corrective measures to be implemented as soon as possible
<b>Intolerable</b>	No work to start & current work to be stopped until risk eliminated

For all questions and queries please contact **Michael Garvey** on **087 9841982** or

**Mark Doupe** on **087 6877261** or alternatively contact **1800 400 700**



### **Induction package**

- All employees are to be inducted with a PowerPoint presentation outlining the health and safety aspects of the facility.
- Employees must sign a record in recognition of this training and their understanding of the site safety requirements.
- All new site visitors must undergo a site safety presentation. They must sign a record in recognition of this training and their understanding of the site safety requirements also.